Center for Academic Success and Accessibility Services
Buley Library Rm. 303
Phone: 203-392-6828
Fax: 203-392-6829
Email: casas@southernct.edu

July 18, 2026

Confidential

Dear Professor,

Due to a documented disability, **Mason Alexander Izquierdo (ID:70595217)**, should be provided the following accommodations, in accordance with the Americans with Disabilities Act (ADA) and its amendments:

Preferential seating

Preferential seating
Fall 2026
ESC111-01 (Life Through Time)
ENG217-01W (Introduction to Literature)
CMS201-01 (Interpersonal Communication)
CMS110-01 (World of Communication)
CMS250-01 (Reading Film: Form, Genre, Culture)
CSC200-13 (Decision-making with Excel)

Personal Laptop or Tablet in Class

Student may use their own laptop or tablet to take notes and complete other in-class tasks and assignments. Student may not use the device for any other purpose during class.
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Short Breaks During Class

Student may leave the classroom (for online classes, turn off their camera) for a few minutes when needed due to an exacerbation, flare-up or impact of their documented disabling condition. Student is expected to return to class promptly. Student is responsible for any content and material missed during a break.Student and instructor should discuss break parameters (e.g., leaving at an opportune time, not disrupting the class upon exit and return, etc.).
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Text-to-Speech Software – or Reader – for Testing

Depending on student need and availability, student may use text-reader software or have

a proctor assigned to act as a reader. The proctor-reader may only read test questions as they appear on the test and may not rephrase test questions or answer clarifying questions.This accommodation is provided at the CASAS Testing Center unless student and professor make alternate arrangements. If testing at CASAS, student must schedule testing through Accommodate at least seven (7) days in advance. Student is expected to test at the same time as the rest of the class unless they would miss instruction or another class during the testing time. Student must comply with all expectations in the CASAS Testing Accommodations Acknowledgment form (copy available on the CASAS website) and submit a signed copy to CASAS each academic year.Professor should approve testing requests in Accommodate and submit testing materials (including digital codes) as soon as possible, but no later than 24 hours before student's scheduled testing time.
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Access to Instructor Slides and Other Presentation Materials, if Available

If available, professor should provide copies of slides and other presentation materials in advance so student may refer to them during class. If professor does not provide these materials to all students in the class, student may use them solely for their own personal use in studying and preparing for the class, and may not copy, share, post, transfer, allow others to view, or otherwise distribute them. Professor may require student to sign the

Access to Instructor Presentation Materials Accommodation Acknowledgment form (available on the CASAS website) as a condition of receiving the materials.
Fall 2026

Alternate Format Text

Text in alternate format
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Note-Taking Assistance and/or Audio Recording of Class

Student may only use Messenger Pigeon or other CASAS-approved service for notetaking and recording. Any recordings, transcripts and digital notes are only for student’s personal use in studying and preparing for the class. Student may not copy, share, post, transfer, play for others, allow others to use or access, or otherwise distribute the recordings, transcripts or digital notes, including uploading them to file-sharing sites or posting them to the internet. Student will destroy all class recordings and transcripts at the end of the current semester, or earlier if no longer needed for the class. Any violation by student of these expectations may be deemed academic misconduct and a violation of the Student Code of Conduct. If a class discussion is of a personal or sensitive nature, professor may ask student not to record if professor tells all other students not to take notes either. Professor may require student to sign the Classroom Recording Accommodation

Acknowledgment form (available on the CASAS website) as a condition of recording the class.
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2.0x Extended Testing Time (Double Time)

For in-person testing at CASAS: Student must schedule testing through Accommodate at least seven (7) days in advance. Student is expected to test at the same time as the rest of the class unless they would miss instruction or another class during the extended testing time. Student must comply with all expectations in the CASAS Testing Accommodations Acknowledgment form (copy available on the CASAS website) and submit a signed copy to CASAS each academic year. Professor should approve testing requests in Accommodate and submit testing materials (including digital codes) as soon as possible, but no later than 24 hours before student's scheduled testing time. For remote testing: Student should remind professor to add the appropriate extra time to the testing platform. This accommodation does not apply to untimed take-home assessments.
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Academic Success Coaching

Faculty are not responsible for implementing this accommodation, which is managed by CASAS staff.
Fall 2026

Reduced-Distraction Testing Environment

Student may test at the CASAS Testing Center located in Buley Library Room 303.Student must schedule testing through Accommodate at least seven (7) days in advance. Student is expected to test at the same time as the rest of the class unless they would miss instruction in class during the testing time. Student must comply with all expectations in the CASAS Testing Accommodations Acknowledgment form (copy available on the CASAS website) and submit a signed copy to CASAS each academic year.Professor should approve testing requests in Accommodate and submit testing materials (including digital codes) as soon as possible, but no later than 24 hours before student's scheduled testing time.
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Early Access To Assignments

You are strongly encouraged to meet with the student to discuss this accommodation. Please contact the DRC if you have any related questions.

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Keyboard Access for Testing

Student may type free-response answers to test questions. Student may not access the internet while testing and may be required to use a CASAS computer or a lock-down browser. Student should confer with professor regarding how typed responses are to be submitted to professor after testing (i.e., printed, emailed, etc.).
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Math Course Substitution

QR substitution
Fall 2026

The above accommodations are supported by the documentation provided to this office. Students bear the primary responsibility to notify the Center for Academic Success and Accessibility Services (CASAS) and their instructors when there is a need for modification of these accommodations or if other assistance is needed. It is the responsibility of the student to adhere to all requirements of the class as stated by the

instructor as well as all University requirements and policies

Please do not hesitate to contact CASAS directly should you have questions or concerns. Thank you for providing equal access to the learning environment.

Sincerely

The Center for Academic Support and Accessibility Services